

# **Data File: Public Libraries Survey, FY 1997**

**Federal-State Cooperative System  
for Public Library Data**

**U.S. Department of Education  
National Center for Education Statistics**

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## I. Introduction

The Public Libraries Survey (PLS) is a voluntary survey conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System for Public Library Data (FSCS). NCES fulfills a congressional mandate "to collect, analyze, and disseminate statistics and other information related to education in the United States...", P.L. 103-382, Title IV, National Education Statistics Act of 1994, Sec. 404(a).

The PLS data are collected by a network of state data coordinators appointed by the chief officers of state library agencies in the 50 States and the District of Columbia, and the outlying area of the Commonwealth of the Northern Mariana Islands, that were identified by state library agencies<sup>1</sup>. Data collected include descriptive data on public libraries and their outlets; identifying information on library entities that provide public library services but do not meet the FSCS definition of a public library (i.e., state library agencies and their outlets, systems, federations, and cooperative services); and characteristics of the state data submission. The FSCS definition of a public library is provided in appendix G, in item 7D of the Administration Entity Data Element Definitions.

The reporting unit for the survey is the *administrative entity*, defined as the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The administrative entity may have a single outlet, multiple outlets, or it may be administrative only and have no outlets. Some public libraries have no central outlet or more than one central outlet. (These libraries are identified in appendix J.)

The fiscal year (FY) 1997 PLS collected data on 50 items for public libraries--38 basic items and 12 identifying items. The basic data for a multiple-outlet library are provided to NCES as aggregate data. The basic data include population of legal service area, number of full-time equivalent staff, service outlets, library materials, operating income and expenditures, capital outlay, circulation, reference transactions, library visits, public service hours, interlibrary loans, circulation of children's materials, children's program attendance, and several electronic items.<sup>2</sup> Identifying information includes the entity's name, address, telephone number, county, interlibrary relationship, legal basis, administrative structure, and FSCS public library status.

The survey collected 13 items on each public library outlet and state library outlet, including name and address, telephone, county, type of outlet, metropolitan status, population of legal service area, and number of bookmobiles, and Web address. Data were also collected on 11 identifying items on state library agencies, systems, federations, and cooperatives, including name and address, telephone, county, interlibrary relationship, legal basis, and administrative structure. Finally, four items were collected on characteristics of the state data submission (i.e., the starting and ending dates of the fiscal year reporting period, the official state population estimate, and the total unduplicated population of legal service areas for the state).

Five data base files (the files are provided in Microsoft Access and ASCII format) were generated from the FY 1997 PLS. The files are as follows:

1. Public Library Data File (PUBLIB97.MDB and PUBLIB.TXT).<sup>3</sup> This data file includes data for the universe of 8,967 public libraries in the 50 states and the District of Columbia, and one public library in the outlying area of the Commonwealth of the Northern Mariana Islands, as identified by state library agencies.

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<sup>1</sup> The other outlying areas are not included due to survey follow-up problems.

<sup>2</sup> See the record layout in appendix A or the data entry screens in appendix F for a complete list of the items.

<sup>3</sup> The Microsoft Access data file has the .MDB extension, and the ASCII data file has the .TXT extension.

2. Public Library State Summary/State Characteristics Data File (SUMCHR97.MDB AND SUMCHR97.TXT).<sup>3</sup> This data file includes:
  - a. State summary data. These are state totals of the numeric data reported on the PUBLIB97.MDB file for all public libraries in each of the 50 states and the District of Columbia, and the outlying area of the Northern Mariana Islands.
  - b. State characteristics data. These data are from a state characteristics record that is completed by the state data coordinator, consisting of four items for each of the 50 states and the District of Columbia, and the outlying area of the Commonwealth of the Northern Mariana Islands: the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas in the state.
3. Public Library Outlet Data File, FY 1997 (PLOUT97.MDB and PLOUT97.TXT).<sup>3</sup> This data file includes identifying information and a few basic data items for the universe of 16,919 public library service outlets (centrals/main, branches, bookmobiles, and books-by-mail only) in the 50 states and the District of Columbia, and 4 outlets in the outlying area of the Northern Mariana Islands.
4. Administrative Entities Only/State Library Data File, FY 1997 (PLAOSL97.MDB and PLAOSL97.TXT).<sup>3</sup> This data file includes identifying information on 129 administrative entities only and state library agencies in the 50 states and the District of Columbia (Note: Not all states reported all such entities).
5. State Library Outlet Data File, FY 1997 (SLOUT97.MDB and SLOUT97.TXT).<sup>3</sup> This data file includes identifying information and a few basic data items on 10 state library outlets. (Note: Not all states reported all such entities).

## **II. User's Guide**

### **A. Survey Methodology**

#### **Survey Universe**

The survey universe consists of 8,968 public libraries (8,967 public libraries in the 50 states and the District of Columbia, and one public library in the outlying area of the Northern Mariana Islands), as identified by state library agencies. Military libraries that provide public library service and libraries that serve residents of state institutions are not included. Data were not collected systematically from libraries on Native American reservations.

#### **Survey Response**

**Unit response.** A total of 8,787 of the 8,968 public libraries in the survey universe responded to the Public Libraries Survey, for a unit response rate of 98.0 percent. Respondents to the survey are defined as public library administrative entities for which population of the legal service area was reported (data provided by the state data coordinator) and which responded to at least three of the five following survey items: total paid employees, total income, total operating expenditures, total book/serial volumes, and total circulation.

**Item Response.** For national totals, response rates did not fall below 70 percent (the NCES statistical standard for data tabulation and analysis) for any item. For state totals, response rates fell below 70 percent for a few items (listed below). The missing data were imputed (see *Imputation* under the section *Caveats for Using these Data*), except for the item on Internet use code which will be imputed beginning in FY 1998.

**Items with state response rates below 70 percent:**

<b><u>Library visits</u></b>	<b><u>Response rate</u></b>
Maryland	50.0
Massachusetts	51.2
Oregon	52.4
Vermont	68.9
Washington	59.7

<b><u>Reference transactions</u></b>	<b><u>Response rate</u></b>
Massachusetts	66.3
South Dakota	50.5
Utah	62.9
Vermont	65.8
Washington	65.7

<b><u>Circulation of children's materials</u></b>	<b><u>Response rate</u></b>
Hawaii	0.0
Vermont	68.9

<b><u>Children's program attendance</u></b>	<b><u>Response rate</u></b>
Hawaii	0.0

<b><u>Interlibrary loans to</u></b>	<b><u>Response rate</u></b>
Northern Marianas	0.0

<b><u>Interlibrary loans from</u></b>	<b><u>Response rate</u></b>
Northern Marianas	0.0

<b><u>Capital outlay</u></b>	<b><u>Response rate</u></b>
Montana	0.0

<b><u>Expenditures for materials in electronic format</u></b>	<b><u>Response rate</u></b>
California	64.0
Florida	65.9
Tennessee	27.5

<b><u>Expenditures for electronic access</u></b>	<b><u>Response rate</u></b>
Alaska	69.4
Alabama	38.5
California	65.1
Maryland	66.7
Tennessee	33.1
Vermont	55.6

<b><u>Materials in electronic format</u></b>	<b><u>Response rate</u></b>
Florida	65.9
Tennessee	47.9

<b><u>Internet use code</u></b>	<b><u>Response rate</u></b>
West Virginia	64.6

## Caveats for Using these Data

**Using the Data to Make Comparisons.** The FY 1997 PLS data file includes imputations for nonresponding libraries, at the unit and item levels. Comparisons to data prior to FY 1995 should be made with caution, as earlier files have data for responding libraries only (that is, no imputation was performed at the unit or item level), and the percentage of libraries responding to a given item varied widely among states.

State data comparisons should be made with caution because of differences in reporting periods (see following section on *Reporting Period*) and adherence to survey definitions. The definitions used by some states in collecting data from their public libraries may not be consistent with the PLS definitions. The 1994 NCES *Report on Coverage Evaluation in the Public Library Statistics Program* (NCES 94-430) and the 1995 NCES *Report on Evaluation of Definitions Used in the Public Library Statistics Program* (NCES 95-430) address issues of consistency in definitions among states. These reports are available on the NCES Web site at: <http://nces.ed.gov/pubsearch/getpubcats.asp?sid=041#052> .

The District of Columbia, while not a state, is included in this report, and special care should be used in comparing the District's data to state data. Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the state.

**Reporting Period.** The FY 1997 PLS requested data for state fiscal year 1997. In some states, the fiscal year reporting period varies among localities, and in these cases the state provided the earliest starting date and latest ending date reported to them by their public libraries. Therefore, the reporting period for some states spans more than a 12-month period (see table below). However, in these states, each public library provided data for a 12-month period. In six states, some public libraries reported data for FY 1996 (Illinois, Michigan, Nebraska, Pennsylvania, Texas, and Vermont).

### States by Reporting Period

07/96 to 06/97		01/97 to 12/97	Other
AK	NV	AR	11/95 to 09/97: MI
AZ	OK	CO	01/96 to 06/97: IL, NE, PA, VT
CA	OR	IN	01/96 to 12/97: TX
CT	RI	KS	03/96 to 12/97: NY
DE	SC	LA	07/96 to 12/97: NH, UT
GA	TN	ME	10/96 to 09/97: AL, DC, FL, ID, MS, MP*
HI	VA	MN	
IA	WV	MO	
KY	WY	ND	
MA		NJ	
MD		OH	
MT		SD	
NC		WA	
NM		WI	

\*MP - Northern Mariana Islands



## Survey Population Items

The Public Libraries Survey has three population items: 1) population of legal service area (reported for each public library by the state library agency), 2) total unduplicated population of legal service areas (a single figure, reported by the state library agency), and 3) official state total population estimate (a single figure, reported by the state library agency).<sup>4</sup> The total population of legal service area for all public libraries in a state may exceed the state's total unduplicated population of legal service areas or the official state total population estimate. This is because the state has one or more geographically adjacent libraries (for example, a county library and a city library within the county) that serve, and therefore count, the same population. Thirty states had such "overlapping" service areas in FY 1997 (see appendix I).

In order to do meaningful analysis using population of legal service area data (for example, the number of books/serial volumes per capita), the population data in states with overlapping populations were adjusted as follows: an unduplicated population of legal service area was calculated for *each library* by prorating the library's reported population of legal service area to the total population of legal service area for the state, and applying the ratio to the state's total unduplicated population of legal service areas. (This derived variable is called POPU\_UNDUP on the Public Library Data File.)

## Survey Processing

The Public Libraries Survey, FY 1997 was mailed to the states in May 1998 and had a due date of August 15, 1998. The last original state submission was received in late January of 1999, and edit follow-up was completed in May. States reported their data using a personal computer survey software program provided by NCES called DECPLUS. The data reported on the Public Libraries Survey are usually only part of the data most states collect from their local public libraries.

## Editing

**State level.** The survey software generates on-screen edit messages during the data entry process, enabling the respondent to review the data and correct any errors immediately. Following data entry, the respondent generates an on-screen or printed edit report of data falling outside established limits, for additional review and revision before submission of the final file to NCES.

Respondents also used the survey software to generate state summary data tables and single-library data tables, and they were encouraged to review the tables for data quality problems before submitting their final data. States submitted their final data with a signed form from the chief officer of the state library agency, certifying the accuracy of their data.

Four types of edit checks are performed:

1. Relational edit checks. A data consistency check between related data elements. For example, an error message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.
2. Out-of-range edit checks. A comparison of data reported for an item to the "acceptable range" of values. Performed on current-year and historical (current-year vs. past-year) data. For example, an error message is generated if average Public Service Hours per outlet per week is less than 10, or if Total Circulation reported this year is not within  $\pm 5,000$  or +25% to -10% of last year's value for Total Circulation.

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<sup>4</sup> The survey definitions are provided in appendix G.

3. Arithmetic edit checks. An arithmetical accuracy check of a reported total and its parts to the generated total. For example, an error message is generated if Total Operating Income is not equal to the sum of its parts (Local Government Income, State Government Income, Federal Government Income, and Other Income).
4. Blank/zero/invalid edit checks. A check of reported data against acceptable values. For example, an error message is generated if Book/Serial Volumes is 0 or blank, as a value above 0 is expected for this item.

**National level.** Nonresponse follow-up was conducted shortly after the survey due date. NCES and the U.S. Bureau of the Census (the data collection agent for the survey) reviewed and edited data submissions soon after receipt, working closely with the State Data Coordinators who provided the data. After data were received from all 50 states, the District of Columbia, and any Outlying Areas, the preliminary data file and draft E.D. TABS tables for the publication *Public Libraries in the United States: 1997* were reviewed for data quality concerns by NCES, Census, and the FSCS Steering Committee. The findings from this review were mailed to the States, the States submitted corrections to their data, if appropriate, and the final data file was produced.

### Imputation

The FY 1997 data include imputations for nonresponding libraries.<sup>5</sup> The imputation methodology is described below:

A. For libraries that responded in 1996 but not 1997 (or in 1995 but not in 1996 or 1997):

1. All libraries, including nonresponding libraries, were sorted into imputation cells based on region and size of population served.
2. Average changes in values of data (the growth rates) were calculated for institutions that reported in both 1996 and 1997 (or in both 1995 and 1996).
3. The average changes computed in step 2 were applied to the 1996 data (or 1995 data) of 1997 nonresponding libraries to obtain an estimate for 1997.

This "growth rate" method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio, public service hours, library visits, reference transactions, circulation, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and total operating expenditures.

4. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step 3.
5. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step 3.
6. A "hot-deck growth rate" method was used for income variables (total income and income from federal, state, and local government sources) and for selected electronic variables (number of library materials in electronic format, operating expenditures for library materials in electronic format, and operating expenditures for electronic access). In this method, responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 1996 (or 1995) data were pulled forward, and a growth rate was determined by calculating the growth of the next smallest library to the nonresponding library that had data for both 1996 and 1997 (or 1995 and 1996). For those units not having prior year data, the mean of the

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<sup>5</sup> Prior to FY 1995, the PLS data were not imputed for nonresponding libraries. NCES plans to release imputed data files for FY 1992 through FY 1994 by 2001.

reported values in the cell was used. If no data were available in 1996 for the next smallest library, the growth rate was assumed to be 1.00.

7. Other income was derived by subtracting income from federal, state, and local sources from total income. If the derived other income was a negative value, other income was changed to zero, and federal, state, and local income were adjusted to sum to total income.
8. Children's program attendance was estimated by multiplying the current-year total library visits by the prior-year ratio of children's program attendance to total library visits.
9. Children's circulation was estimated by multiplying the current-year total circulation by the prior-year ratio of children's circulation to total circulation.
10. Access to electronic services and access to the Internet were imputed by pulling forward the prior-year response of <Y>es or <N>o.

B. For libraries with no data in 1995, 1996 or 1997:

1. The mean of the imputation cell was calculated for all libraries that responded in 1997. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, librarians, total paid employees, book/serial volumes, audio, reference transactions, subscriptions, public service hours, total circulation, total income, income from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, total operating expenditures, number of library materials in electronic format, operating expenditures for library materials in electronic format, and operating expenditures for electronic access.

2. To impute total library visits, library visits was summed over all responding libraries in an imputation cell, as was the population served. The ratio of total library visits to total population served was multiplied by the nonrespondent's population value to estimate the nonrespondent's library visits.
3. Children's program attendance was estimated using the method described in step 2 where the ratio of total children's program attendance to total library visits for the responding libraries in an imputation cell was multiplied by the nonrespondent's current-year library visits. Children's program attendance was imputed after total library visits.
4. Children's circulation was estimated by calculating the ratio of children's circulation to total circulation for the responding libraries in an imputation cell and multiplying the ratio by the current-year total circulation of the nonresponding library. Children's circulation was imputed after total circulation.
5. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step 1.
6. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step 1.
7. Access to electronic services and access to the Internet were imputed based on the current-year response to operating expenditures for electronic access. (The value was set to <Y>es if electronic access expenditures were greater than 0; otherwise, the value was set to <N>o.)

C. For all non-responding libraries:

1. Capital outlay was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, other operating expenditures, and capital outlay) and subtracting total operating expenditures to arrive at capital outlay. If the derived capital outlay had a negative value, it was changed to zero, total operating expenditures were changed to equal total expenditures, and total collection expenditures, total staff expenditures, and other operating expenditures were adjusted so that the sum would equal total operating expenditures. Alternatively, the cell mean (adjusted for population size) was used.

2. The mean of the imputation cell was used to estimate videos and interlibrary loans. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

## **B. Guidelines for Processing Public Libraries Survey Data**

### **General Information on the Survey**

The States reported their Public Libraries Survey data using survey software provided by NCES. At survey mail-out, all numeric data cells were initialized with –2, and the states were instructed to replace all –2s with valid data. On the final file, alphanumeric data fields that are blank or that contain –1 and numeric data fields that contain -1 represent nonresponse. A zero (0) response is reported data and indicates the library, outlet, or other administrative entity had none of the item. A total of 5 files were generated from the survey (see Introduction).

**Appendix A—Record Layout for Public Library Data File, FY 1997  
(PUBLIB97.MDB and PUBLIB97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIBID	20	1	A	01	<b>IDENTIFICATION</b> Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	45	21	A	02	Name of library
ADDRESS	35	66	A	03	Street address of library
CITY	17	101	A	04	City or town of library
ZIP1	05	118	A	05	Standard five-digit postal zip code for street address of administrative entity
ZIP2	04	123	A	06	Four-digit postal zip code extension for street address of administrative entity
PHONE	10	127	A	07	Telephone number, in following format: area code/exchange/number (for example: 7037315072)
POPU	09	137	N	08	<b>POPULATION</b> Population of the Legal Service Area
CENTLIB	03	146	N	09	<b>SERVICE OUTLETS</b> Number of central libraries
BRANLIB	03	149	N	10	Number of branch libraries
BKMOB	03	152	N	11	Number of bookmobiles
MASTER	09	155	N	13	<b>PAID STAFF (FULL-TIME EQUIVALENT)</b> Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	09	164	N	14	Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
OTHPAID	10	173	N	15	All other paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	10	183	N	16	Total paid FTE employees (sum of LIBRARIAN and OTHPAID). This field consists of 7 integers and 2 decimals, with an explicit decimal point.

**Appendix A—Record Layout for Public Library Data File, FY 1997  
(PUBLIB97.MDB and PUBLIB97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
<b>OPERATING INCOME</b>					
LOGGVT	09	193	N	17	Local government income
STGVT	09	202	N	18	State government income
FEDGVT	09	211	N	19	Federal government income
OTHINCM	09	220	N	20	Other income (i.e., income that is not included in LOGGVT, STGVT, and FEDGVT)
TOTINCM	10	229	N	21	Total income (sum of LOGGVT, STGVT, FEDGVT, and OTHINCM)
<b>OPERATING EXPENDITURES</b>					
SALARIES	09	239	N	22	Salaries and wages expenditures for all library staff
BENEFIT	09	248	N	23	Employee benefits expenditures for all library staff
TOTEXP	09	257	N	24	Total staff expenditures (sum of SALARIES and BENEFIT expenditures)
TOTEXPCOL	09	266	N	25	Collection expenditures
OTHOPEXP	09	275	N	26	Other operating expenditures (i.e., expenditures that are not included in TOTEXP and TOTEXPCOL)
TOTOPEXP1	10	284	N	27	Total operating expenditures (sum of TOTEXP, TOTEXPCOL, and OTHOPEXP)
<b>CAPITAL OUTLAY</b>					
CAPITAL	09	294	N	28	Capital outlay expenditures
<b>LIBRARY COLLECTION</b>					
BKVOL	09	303	N	29	Number of books and serial volumes
AUDIO	09	312	N	30	Number of audio materials
VIDEO	09	321	N	32	Number of video materials
SUBSCRIPT	09	330	N	33	Number of current serial subscriptions
<b>PUBLIC SERVICE HOURS</b>					
DUPLI	08	339	N	35	Total annual public service hours
<b>LIBRARY SERVICES</b>					
ATTEND	09	347	N	36	Total annual library visits
REFERENCE	09	356	N	38	Total annual reference transactions

**Appendix A—Record Layout for Public Library Data File, FY 1997  
(PUBLIB97.MDB and PUBLIB97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
TOTCIR	09	365	N	39	<b>CIRCULATION</b> Total annual circulation transactions
LOANTO	06	374	N	40	<b>INTER-LIBRARY LOANS</b> Total annual loans provided to other libraries
LOANFM	06	380	N	41	Total annual loans received from other libraries
KIDCIRCL	09	386	N	42	<b>CHILDREN's SERVICES</b> Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEND	09	395	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children.
C_RELATN	02	404	A	7A	<b>IDENTIFICATION</b> (additional items) Interlibrary Relationship Code HQ - Headquarters of a system, federation, or cooperative service ME - Member of a system, federation, or cooperative service, but not the headquarters NO - Not a member of a system, federation, or cooperative service
C_LEGBASE	02	406	A	7B	Legal Basis Code AP - Combined Academic/Public Library CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NL - Native American Tribal Government NP - Non-profit Association or Agency SC - School District SD - Special Library District (authority, board, or commission) SL - State Library Agency SP - Combined School Media Center/Public Library OT - Other
C_ADMIN	02	408	A	7C	Administrative Structure Code AO - Administrative Entity Only MA - Administrative Entity with multiple direct service outlets where administrative offices are separate MO - Administrative Entity with multiple direct service outlets where administrative offices are not separate SO - Single Outlet Administrative Entity
CNTY	17	410	A	4A	County of library

**Appendix A—Record Layout for Public Library Data File, FY 1997  
(PUBLIB97.MDB and PUBLIB97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
C_FSCS	01	427	A	7D	FSCS Public Library Definition (public library meets all the criteria) Y - Yes N - No
ELMATEXP	09	428	N	44	<b>ELECTRONIC TECHNOLOGY</b> Operating expenditures for library materials in electronic format
ELACCEXP	09	437	N	45	Operating expenditures for electronic access
ELMATS	09	446	N	46	Number of library materials in electronic format
ELSVACC	01	455	A	47	Access to electronic services (e.g., bibliographic and full-text databases, multi-media products) Y - Yes N - No
INETACC	01	456	A	48	Access to the Internet Y - Yes N - No
INETUSE	02	457	A	49	Internet Use Code ST - Library staff only PI - Patrons through a staff intermediary only PE - Patrons either directly or through a staff intermediary UK - Unknown
POPU_UNDUP	09	459	N	—	Unduplicated population of the legal service area for the library. The library's population of legal service area was divided by the state's total population of legal service areas, and the quotient was multiplied by the state's total unduplicated population of legal service areas.
FSCSKEY	06	468	A	1A	Library identification code assigned by NCES
STABR	02	474	A	—	Two-letter Post Office state code. See appendix H for state codes.
PUB_FIPS	02	476	A	—	Two-digit FIPS state code. See appendix H for state codes.
CNTYFIPS	03	478	A	—	Three-digit FIPS county code
YR	02	481	A	—	FSCS submission year of public library data



**Appendix A—Record Layout for Public Library Data File, FY 1997  
(PUBLIB97.MDB and PUBLIB97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
OBEREG	02	483	A	—	Bureau of Economic Analysis Code (formerly called Office of Business Economics) 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI
RSTATUS	01	485	A	—	1 = Respondent, with no imputed data 2 = Respondent, with both reported and imputed data 3 = Nonrespondent, not imputed 4 = Nonrespondent with imputed data  Item imputation flags (see appendix K for flag values and definitions) for:
IMP0	02	486	A	—	POPU
IMP1	02	488	A	—	CENTLIB
IMP2	02	490	A	—	BRANLIB
IMP3	02	492	A	—	BKMOB
IMP4	02	494	A	—	MASTER
IMP5	02	496	A	—	LIBRARIAN
IMP6	02	498	A	—	OTHPAID
IMP7	02	500	A	—	TOTPEMP
IMP8	02	502	A	—	LOGGVT
IMP9	02	504	A	—	STGVT
IMP10	02	506	A	—	FEDGVT
IMP11	02	508	A	—	OTHINCM
IMP12	02	510	A	—	TOTINCM
IMP13	02	512	A	—	SALARIES
IMP14	02	514	A	—	BENEFIT
IMP15	02	516	A	—	TOTEXP
IMP16	02	518	A	—	TOTEXPCOL
IMP17	02	520	A	—	OTHOPEXP
IMP18	02	522	A	—	TOTOPEXP1
IMP19	02	524	A	—	CAPITAL
IMP20	02	526	A	—	BKVOL
IMP21	02	528	A	—	AUDIO
IMP22	02	530	A	—	VIDEO
IMP23	02	532	A	—	SUBSCRIPT
IMP24	02	534	A	—	DUPLI
IMP25	02	536	A	—	ATTEND
IMP26	02	538	A	—	REFERENCE
IMP27	02	540	A	—	TOTCIR
IMP28	02	542	A	—	LOANTO
IMP29	02	544	A	—	LOANFM

**Appendix A—Record Layout for Public Library Data File, FY 1997  
(PUBLIB97.MDB and PUBLIB97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP30	02	546	A	—	KIDCIRCL
IMP31	02	548	A	—	KIDATTEND
IMP32	02	550	A	—	POPU_UNDUP
IMP33	02	552	A	—	ELMATEXP
IMP34	02	554	A	—	ELACCEXP
IMP35	02	556	A	—	ELMATS
IMP36	02	558	A	—	ELSVACC
IMP37	02	560	A	—	INETACC

1. The survey items are displayed on the Administrative Entity data entry screens (see appendix F).
2. In the record layout:  
N = Numeric field. Only the digits 0-9 are allowed.  
A = Alpha character field, which may include digits 0-9.  
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1997  
(SUMCHR97.MDB and SUMCHR97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
POPU	11	1	N	08	<b>POPULATION</b> Population of the Legal Service Areas
CENTLIB	05	12	N	09	<b>SERVICE OUTLETS</b> Number of central libraries
BRANLIB	05	17	N	10	Number of branch libraries
BKMOB	05	22	N	11	Number of bookmobiles
MASTER	11	27	N	13	<b>PAID STAFF (FULL-TIME EQUIVALENT)</b> Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of 8 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	11	38	N	14	Total number of FTE employees holding the title of librarian. This field consists of 8 integers and 2 decimals, with an explicit decimal point.
OTHPAID	12	49	N	15	All other paid FTE employees. This field consists of 9 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	12	61	N	16	Total paid FTE employees (sum of LIBRARIAN and OTHPAID). This field consists of 9 integers and 2 decimals, with an explicit decimal point.
LOGVGT	11	73	N	17	<b>OPERATING INCOME</b> Local government income
STGVT	11	84	N	18	State government income
FEDGVT	11	95	N	19	Federal government income
OTHINCM	11	106	N	20	Other income (i.e., income that is not included in LOGVGT, STGVT, and FEDGVT)
TOTINCM	12	117	N	21	Total income (sum of LOGVGT, STGVT, FEDGVT, and OTHINCM)
SALARIES	11	129	N	22	<b>OPERATING EXPENDITURES</b> Salaries and wages expenditures for all library staff
BENEFIT	11	140	N	23	Employee benefits expenditures for all library staff
TOTEXP	11	151	N	24	Total staff expenditures (sum of SALARIES and BENEFIT)
TOTEXPCOL	11	162	N	25	Collection expenditures

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1997  
(SUMCHR97.MDB and SUMCHR97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
OTHOEXP	11	173	N	26	Other operating expenditures (i.e., expenditures that are not included in TOTEXP and TOTEXPCOL)
TOTOEXP1	12	184	N	27	Total operating expenditures (sum of TOTEXP, TOTEXPCOL, and OTHOEXP)
CAPITAL	11	196	N	28	<b>CAPITAL OUTLAY</b> Capital outlay expenditures
BKVOL	11	207	N	29	<b>LIBRARY COLLECTION</b> Number of books and serial volumes
AUDIO	11	218	N	30	Number of audio materials
VIDEO	11	229	N	32	Number of video materials
SUBSCRIPT	11	240	N	33	Number of current serial subscriptions
DUPLI	10	251	N	35	<b>PUBLIC SERVICE HOURS</b> Total annual public service hours
ATTEND	11	261	N	36	<b>LIBRARY SERVICES</b> Total annual library visits
REFERENCE	11	272	N	38	Total annual reference transactions
TOTCIR	11	283	N	39	<b>CIRCULATION</b> Total annual circulation transactions
LOANTO	08	294	N	40	<b>INTER-LIBRARY LOANS</b> Total annual loans provided to other libraries
LOANFM	08	302	N	41	Total annual loans received from other libraries
KIDCIRCL	09	310	N	42	<b>CHILDREN'S SERVICES</b> Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEND	09	319	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children.
ELMATEXP	11	328	N	44	<b>ELECTRONIC TECHNOLOGY</b> Operating expenditures for library materials in electronic format
ELACCEXP	11	339	N	45	Operating expenditures for electronic access
ELMATS	11	350	N	46	Number of library materials in electronic format

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1997  
(SUMCHR97.MDB and SUMCHR97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
<b>STATE CHARACTERISTICS</b>					
PERIOD_POP	10	361	N	5A	Total unduplicated population of legal service areas. Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen.
PERIOD_EST	10	371	N	05	Official state total population estimate. Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen.
PERIOD_PSM	05	381	A	03	Reporting period starting date, in following format: month/year (for example, 07/96). Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen.
PERIOD_PEM	05	386	A	04	Reporting period ending date, in following format: month/year (for example, 06/97). Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen.
STABR	02	391	A	—	Two-letter Post Office state code. See appendix H for state codes.
PUB_FIPS	02	393	A	—	Two-digit FIPS state code. See appendix H for state codes.
YR	02	395	A	—	FSCS submission year of public library data
OBEREG	02	397	A	—	Bureau of Economic Analysis Code (formerly called Office of Business Economics) 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI
					Item imputation flags for: 0 = All detail comprising total is reported data 1 = Some detail comprising total is imputed data 2 = All detail comprising total is imputed data
IMP0	02	399	A	—	POPU
IMP1	02	401	A	—	CENTLIB
IMP2	02	403	A	—	BRANLIB
IMP3	02	405	A	—	BKMOB
IMP4	02	407	A	—	MASTER

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1997  
(SUMCHR97.MDB and SUMCHR97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP5	02	409	A	—	LIBRARIAN
IMP6	02	411	A	—	OTHPAID
IMP7	02	413	A	—	TOTPEMP
IMP8	02	415	A	—	LOGGVT
IMP9	02	417	A	—	STGVT
IMP10	02	419	A	—	FEDGVT
IMP11	02	421	A	—	OTHINCM
IMP12	02	423	A	—	TOTINCM
IMP13	02	425	A	—	SALARIES
IMP14	02	427	A	—	BENEFIT
IMP15	02	429	A	—	TOTEXP
IMP16	02	431	A	—	TOTEXPCOL
IMP17	02	433	A	—	OTHOPEXP
IMP18	02	435	A	—	TOTOPEXP1
IMP19	02	437	A	—	CAPITAL
IMP20	02	439	A	—	BKVOL
IMP21	02	441	A	—	AUDIO
IMP22	02	443	A	—	VIDEO
IMP23	02	445	A	—	SUBSCRIPT
IMP24	02	447	A	—	DUPLI
IMP25	02	449	A	—	ATTEND
IMP26	02	451	A	—	REFERENCE
IMP27	02	453	A	—	TOTCIR
IMP28	02	455	A	—	LOANTO
IMP29	02	457	A	—	LOANFM
IMP30	02	459	A	—	KIDCIRCL
IMP31	02	461	A	—	KIDATTEND
IMP32	02	463	A	—	POPU_UNDUP
IMP33	02	465	A	—	ELMATEXP
IMP34	02	467	A	—	ELACCEXP
IMP35	02	469	A	—	ELMATS

**NOTES:**

1. The survey items are displayed on the Administrative Entity or State Characteristics data entry screens (see appendix F).
2. In the record layout:  
N = Numeric field. Only the digits 0-9 are allowed.  
A = Alpha character field, which may include digits 0-9.  
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

**Appendix C—Record Layout for Public Library Outlet Data File, FY 1997  
(PLOUT97.MDB and PLOUT97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
K_DECTOP	06	1	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as the administrative entity. Each outlet is separately identified by a unique three-digit suffix called K_SEQ  Note: The K_DECTOP code is the same as the FSCSKEY code on the Public Library Data File.
LIB_CODE	20	7	A	01	Outlet identification code assigned by the state. If the state did not assign a code, NCES assigns the K_DECTOP code.
LIB_NAME	45	27	A	02	Name of outlet
LIB_ADDR	35	72	A	03	Complete street address
LIB_CITY	17	107	A	04	City or town
LIB_ZIP	05	124	A	06	Standard five-digit postal zip code for street address
LIB_ZIP4	04	129	A	07	Four-digit postal zip code extension for street address
LIB_PHONE	10	133	A	08	Telephone number, in following format: area code/exchange/number (for example, 7037315072)
LIB_CNTY	17	143	A	05	County
C_OUT_TYP	02	160	A	09	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile(s) BM - Books-by-Mail Only
C_MSA	02	162	A	10	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area UK - Unknown
C_SER_POP	01	164	A	11	Population of the Legal Service Area by Outlet A - 1-999 B - 1,000-2,499 C - 2,500-4,999 D - 5,000-9,999 E - 10,000-24,999 F - 25,000-49,999 G - 50,000-99,999 H - 100,000-249,999

**Appendix C—Record Layout for Public Library Outlet Data File, FY 1997  
(PLOUT97.MDB and PLOUT97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					I - 250,000-499,999 J - 500,000 or more U - Unknown
LIB_NUM_BM	02	165	N	12	Number of bookmobiles in the bookmobile outlet record (record with C_OUT_TYP = BS)
WEB_ADDR	50	167	A	13	Web address
K_SEQ	03	217	A	—	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES
STABR	02	220	A	—	Two-letter Post Office state code. See appendix H for state codes.
PUB_FIPS	02	222	A	—	Two-digit FIPS state code. See appendix H for state codes.
CNTYFIPS	03	224	A	—	Three-digit FIPS county code.
YR	02	227	A	—	FSCS submission year of public library data

**NOTES:**

1. The survey items are displayed on the Outlet data entry screen (see appendix F).
2. In the record layout:  
N = numeric field. Only the digits 0-9 are allowed.  
A = Alpha character field, which may include digits 0-9.  
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.



**Appendix D—Record Layout for Administrative Entities Only/State Library Data File, FY 1997  
(PLAOSL97.MDB and PLAOSL97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIBID	20	1	A	01	Administrative Entity Only/State Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state does not assign a code.
LIBNAME	45	21	A	02	Name of Administrative Entity Only/State Library
ADDRESS	35	66	A	03	Street address
CITY	17	101	A	04	City or town
ZIP1	05	118	A	05	Standard five-digit postal zip code
ZIP2	04	123	A	06	Four-digit postal zip code extension for the street address
PHONE	10	127	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072)
C_RELATN	02	137	A	7A	Interlibrary Relationship Code HQ - Headquarters of a system, federation, or cooperative service ME - Member of a system, federation, or cooperative service, but not the headquarters NO - Not a member of a system, federation, or cooperative service
C_LEGBASE	02	139	A	7B	Legal Basis Code AP - Combined Academic/Public Library CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NL - Native American Tribal Government NP - Non-profit Association or Agency SC - School District SD - Special Library District (authority, board, or commission) SL - State Library Agency SP - Combined School Media Center/Public Library OT - Other
C_ADMIN	02	141	A	7C	Administrative Structure Code AO - Administrative Entity Only MA - Administrative Entity with multiple direct service outlets where administrative offices are separate MO - Administrative Entity with multiple direct service outlets where administrative offices are not separate SO - Administrative Entity with a single direct service outlet
CNTY	17	143	A	4A	County

**Appendix D—Record Layout for Administrative Entities Only/State Library Data File, FY 1997  
(PLAOSL97.MDB and PLAOSL97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
C_FSCS	01	160	A	7D	FSCS Public Library Definition (public library meets all the criteria) Y - Yes N - No
FSCSKEY	06	161	A	1A	Identification code assigned by NCES
STABR	02	167	A	—	Two-letter Post Office state code. See appendix H for state codes
PUB_FIPS	02	169	A	—	Two-digit FIPS state code. See appendix H for list of state codes.
CNTYFIPS	03	171	A	—	Three-digit FIPS county code. See appendix H for list of state codes.
YR	02	174	A	—	FSCS submission year of public library data

**NOTES:**

1. The survey items are displayed on the Administrative Entity data entry screens (see appendix F).
2. In the record layout:  
N = Numeric field. Only the digits 0-9 are allowed.  
A = Alpha character field, which may include digits 0-9.  
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

**Appendix E—Record Layout for State Library Outlet Data File, FY 1997  
(SLOUT97.MDB and SLOUT97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
K_DECTOP	06	1	A	1A	State library outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as the administrative entity. The outlet is separately identified by a unique three-digit suffix called K_SEQ.  Note: The K_DECTOP code is the same as the FSCSKEY code on the Administrative Entities Only/ State Library File.
LIB_CODE	20	7	A	01	State library outlet identification code assigned by the state. If the state did not assign a code, NCES assigns the K_DECTOP code.
LIB_NAME	45	27	A	02	Name of state library outlet
LIB_ADDR	35	72	A	03	Complete street address
LIB_CITY	17	107	A	04	City or town
LIB_ZIP	05	124	A	06	Standard five-digit postal zip code for street address
LIB_ZIP4	04	129	A	07	Four-digit postal zip code extension for street address
LIB_PHONE	10	133	A	08	Telephone number, in following format: area code/exchange/number (for example, 7037315072)
LIB_CNTY	17	143	A	05	County
C_OUT_TYP	02	160	A	09	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile(s) BM - Books-by-Mail Only
C_MSA	02	162	A	10	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area
C_SER_POP	01	164	A	11	Population of the Legal Service Area by Outlet A - 1 - 999 B - 1,000 - 2,499 C - 2,500 - 4,999 D - 5,000 - 9,999 E - 10,000 - 24,999 F - 25,000 - 49,999

**Appendix E—Record Layout for State Library Outlet Data File, FY 1997  
(SLOUT97.MDB and SLOUT97.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					G - 50,000 - 99,999 H - 100,000 - 249,999 I - 250,000 - 499,999 J - 500,000 or more U - Unknown
LIB_NUM_BM	02	165	N	12	Number of bookmobiles in the Bookmobile outlet record. (record with C_OUT_TYP = BS.)
WEB_ADDR	50	167	A	13	Web address.
K_SEQ	03	217	A	—	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES.
STABR	02	220	A	—	Two-letter Post Office state code. See appendix H for state codes.
PUB_FIPS	02	222	A	—	Two-digit FIPS state code. See appendix H for state codes.
CNTYFIPS	03	224	A	—	Three-digit FIPS county code.
YR	02	227	A	—	FSCS submission year of public library data

1. The survey items are displayed on the Outlet data entry screen (see appendix F).

2. In the record layout:

N = Numeric field. Only the digits 0-9 are allowed.

A = Alpha character field, which may include digits 0-9.

— = Not applicable.

3. Data fields that are blank or -1 indicate nonresponse to the item.

## State Characteristics Data Entry Screen

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## Appendix F—Data Entry Screens

### Administrative Entity Data Entry Screen (p. 1)

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 -+
|----- IDENTIFICATION -----|
|01 LIB ID: 002                1A FSCS ID:WY0001                [FY97]|
|02 Name:  ALBANY COUNTY LIBRARY SYSTEM|
|03 Address:310 SOUTH 8TH ST                04 City:LARAMIE|
|4A County:ALBANY COUNTY                05 Zip1:82070  06 Zip2:3969|
|07 Phone: (307) 721-2580|
|7A Interlibrary Relationship: NO  +----- FTE STAFF -----|
|7B Legal Basis: CO|
|7C Administrative Structure: MO| 13 ALA-MLS: -2.00|
|7D FSCS Public Library:| 14 Total Librarians: -2.00|
|----- POPULATION -----| 15 All Other Paid Staff: -2.00|
| 16 Total Paid Employees: -2.00|
|08 Population of the Legal|
|  Service Area: -2| 17 Local Government -2|
|----- SERVICE OUTLETS -----| 18 State Government: -2|
| 19 Federal Government: -2|
|09 Number of Centrals: -2| 20 Other Income: -2|
|10 Number of Branches: -2| 21 Total Income: -2|
|11 Number of Bookmobiles: -2|
|12 Number of Books-by-Mail Only: 0|
| (Display Only)|
+-----+
<Esc> Exit  <F5> Save Record  <F7> Errors
<F1> Help  <F3> List Outlets  <F9> Prev Record  <F10> Next Record

```

## Appendix F—Data Entry Screens

### Administrative Entity Data Entry Screen (p. 2)

```
+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 2 -+
|LIB ID#: 002          FSCS ID#: WY0001  NAME: ALBANY COUNTY LIBRARY SYSTEM|
|                                                                [FY97] |
|----- OPERATING EXPENDITURES ----- PUBLIC SERVICE HOURS PER YEAR -----|
|22 Salary & Wages Exp:          -2|                                     |
|23 Employee Benefits:          -2| 35 Public Service Hrs/Yr:          -2 |
|24 Total Staff Exp:            -2|                                     |
|25 Collection Exp:             -2|----- SERVICES PER TYPICAL YEAR -----|
|26 Other Operating Exp:        -2| 36 Library Visits:            -2 |
|27 Total Operating Exp:        -2|                                     |
|                               | 38 Reference Transactions:        -2 |
|----- CAPITAL OUTLAY -----|                                     |
|28 Capital Outlay:            -2|----- CIRCULATION -----|
|                               | 39 Total Circulation:            -2 |
|----- LIBRARY COLLECTION -----|                                     |
|29 Book/Serial Volumes:        -2|----- INTER-LIBRARY LOANS -----|
|30 Audio:                     -2| 40 Provided To:              -2 |
|32 Video:                     -2| 41 Received From:            -2 |
|33 Subscriptions:              -2|----- CHILDREN'S -----|
|                               | 42 Children's Circulation:        -2|
|                               | 43 Children's Program Attend:    -2|
|                               |                                     |
+-----+
<Esc> Exit   <F5> Save Record   <F7> Errors
<F1> Help    <F3> List Outlets  <F9> Prev Record   <F10> Next Record
```

## Appendix F—Data Entry Screens

### Administrative Entity Data Entry Screen (p. 3)

```
+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 3 -+
|LIB ID#: 002          FSCS ID#: WY0001  NAME: ALBANY COUNTY LIBRARY SYSTEM|
|                                                                    [FY97]|
|----- ELECTRONIC TECHNOLOGY -----|
|----- OPERATING EXPENDITURES -----|
|44 Materials in Electronic|
|   Format Exp:           -2|
|   (also include in #25)|
|
|45 Electronic Access Exp:  -2|
|   (also include in #26)|
|
|----- LIBRARY COLLECTION -----|
|46 Materials in Electronic|
|   Format:               -2|
|
|----- ACCESS AND USE -----|
|47 Electronic Services Access|
|48 Internet Access:|
|49 Internet Use Code:|
|-----|
|<Esc> Exit   <F5> Save Record   <F7> Errors|
|<F1> Help   <F3> List Outlets  <F9> Prev Record  <F10> Next Record
```



## Appendix F—Data Entry Screens

### Outlet Data Entry Screen

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 --+
|----- IDENTIFICATION -----|
|01 LIB ID: 002                1A FSCS ID:WY0001                [FY97]|
|02 Name:  ALBANY COUNTY LIBRARY SYSTEM                        |
|03 Address:3310 SOUTH 8TH ST                                04 City:LARAMIE|
|4A County:ALBANY COUNTY                                05 Zip1:82070  06 Zip2:3969|
|07 Phone:  (307) 745-3365                                    |
|7A Interlibrary Relationship: NO      +----- FTE STAFF -----|
|7B Legal Basis:          CO          |                          |
|7C Administrative Structure: MO      | 13 ALA-MLS:                -2.00|
|--+-- [ VIEW/UPDATE DATA ENTRY SCREEN - OUTLET ]-----+0|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|08| 01 Lib ID: WY0001-007                1A FSCS ID:  WY0001-007                |0|
| | 02 Name:  SENTENNIAL LIBRARY BRANCH                        | |
| | 03 Address:(NO STREET ADDRESS)                            |---|
|--| 04 City:  CENTENNIAL                05 County:ALBANY                | |
| | 06 Zip1:82055  07 Zip2:9998  08 Phone: (307) 000-0000        |2|
|09| 09 Outlet Type Code:BR                10 Metropolitan Status Code:NO        |2|
|10| 11 Population of the Legal  12 Number of Bookmobiles: 0        |2|
|11|      Service Area by Outlet:A                                |2|
|12| 13 Web Address:http://                                | |
|-----+-----+2|
| (Display Only) |
+-----+
<Esc> Exit  <Alt-R> Replicate Administrative Entity
<F1> Help  <F3> List Outlets  <F5> Save  <F9> Prev Record  <F10> Next Record

```

## Appendix G—Data Element Definitions

### State Characteristics Data Element Definitions

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definitions and Notes
01	State (Automatic Display)	<p>Definition: This is the standard two-letter state abbreviation automatically assigned by DECPLUS, the personal computer survey software program provided to the states by NCES for reporting their data).</p> <p>Note: See appendix H.</p>
02	FSCS Submission Year (Automatic Display)	<p>Definition: This is the year in which these FSCS data are submitted to NCES and is automatically assigned by DECPLUS.</p>
03	Reporting Period Starting Date	<p>Definition: This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
04	Reporting Period Ending Date	<p>Definition: This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
05	Official State Total Population Estimate	<p>Definition: This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
5A	Total Unduplicated Population of Legal Service Areas	<p>Definition: This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by DECPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the DECPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by the DECPLUS. For states which do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>

## Appendix G—Data Element Definitions

### Administrative Entity Data Element Definitions

**Administrative Entity (Note: This is not a survey data element, but it is included and defined in this section because it is the reporting unit for the survey.)**

Definition: This is the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The Administrative Entity may be administrative only and have no outlets, it may have a single outlet, or it may have more than one outlet.

#	<u>Data Element Name</u>	<u>Data Element Definitions and Notes</u>
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the administrative entity.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES to the administrative entity.
02	Name	<p>Definition: This is the legal name of the administrative entity.</p> <p>Note: Provide the name of the public library. If the administrative entity is a state library agency or a system, federation, or cooperative service, provide its name.</p>
03	Street Address	<p>Definition: This is the complete street address of the administrative entity.</p> <p>Note: Do not report a post office box or general delivery.</p>
04	City	Definition: This is the city or town in which the administrative entity is located.
4A	County of the Entity	Definition: This is the county in which the administrative entity is located.
05	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the administrative entity.
07	Phone	<p>Definition: This is the telephone number of the administrative entity, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p>
07A	Interlibrary Relationship Code	<p>Select one of the following:</p> <p>HQ — Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.)</p>

## Appendix G—Data Element Definitions

ME — Member of a System, Federation, or Cooperative Service, but not the headquarters.

NO — Not a Member of a System, Federation, or Cooperative Service.

HQ — Headquarters of a System, Federation, or Cooperative Service

Definition: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service.

ME — Member of a System, Federation, or Cooperative Service

Definition: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of multitype library systems, federations, or cooperative services. This does not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

Note: For the purposes of this classification, networks such as the Online Computer Library Center (OCLC) and the Internet are not considered systems, federations, or cooperative services.

### 7B Legal Basis Code

Definition: The legal basis is the type of local government structure within which the entity functions.

Note: For combined libraries (i.e., combined school/public libraries or academic/public libraries) use the specific SP or AP codes instead of the other legal basis codes.

Select one of the following:

AP — Combined Academic/Public Library

CI — Municipal Government (city, town or village)

CO — County/Parish

MJ — Multi-jurisdictional

NL — Native American Tribal Government

NP — Non-profit Association or Agency

SC — School District

SL — State Library Agency

SD — Special Library District (authority, board, commission)

SP — Combined School Media Center/Public Library

OT — Other

## Appendix G—Data Element Definitions

AP — Combined Academic/Public Library

Definition: A library serving as both a college or university library and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

CI — Municipal Government (city, town or village)

Definition: A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO — County/Parish

Definition: An organized local government authorized in a state's constitution and statutes and established to provide general government.

MJ — Multi-jurisdictional

Definition: An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

NL — Native American Tribal Government

Definition: An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP — Non-profit Association or Agency

Definition: An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC — School District

Definition: An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

## Appendix G—Data Element Definitions

SL — State Library Agency

Definition: That agency within each of the states and territories which administers the Federal Library Services and Construction Act funds and which is authorized by a state to develop library services in the state. It may also provide direct services to the public.

SD — Special Library District (authority, board, commission)

Definition: This is a district, authority, board or commission authorized by state law to provide library services.

SP — Combined School Media Center/Public Library

Definition: A library serving as both a school media center and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

OT — Other

7C Administrative Structure Code

Definition: This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

AO — Administrative Entity Only

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO — Administrative Entity with a Single Direct Service Outlet

AO — Administrative Entity Only

Definition: An Administrative Entity that does not serve the public directly and has no direct service outlets but may provide staff, materials, and services to other libraries; may receive and spend funds on behalf of other libraries; or may contract with other libraries to provide various library services. Examples are headquarters of systems, federations, or cooperative services.

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

## Appendix G—Data Element Definitions

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of a central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO — Administrative Entity with a Single Direct Service Outlet

Definition: An Administrative Entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

### 7D FSCS Public Library Definition

Answer <Y>es or <N>o to the following question: Does this public library meet all the criteria of the FSCS public library definition?

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

### 08 Population of the Legal Service Area

Definition: The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources. For administrative entities that do not serve the public directly and have no outlets (e. g., a system, federation, or cooperative service), this number shall be zero.

### 09 Number of Central Libraries

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

## Appendix G—Data Element Definitions

Note: Not all administrative entities have a central library and some administrative entities have more than one central library.

10 Number of Branch Libraries

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

11 Number of Bookmobiles

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

12 Number of Books-by-Mail Only  
(Automatic Display)

This is a count generated automatically by DECPLUS based on response to Outlet Type Code (See Data Element #9 on the Outlet file.)

### PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

13 ALA-MLS

Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

14 Total Librarians

Definition: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (Data Element #13).

15 All Other Paid Staff

Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

16 Total Paid Employees

Definition: This is the sum of total librarians (Data Element #14) and all other paid staff (Data Element #15).

### OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

17 Local Government Income

Definition: This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure



## Appendix G—Data Element Definitions

by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees.

- |    |                           |   |
|----|---------------------------|---|
| 18 | State Government Income   | Definition: These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights.   |
| 19 | Federal Government Income | Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.   |
| 20 | Other Income              | Definition: This is all income other than that reported by Local, State, and Federal (Data Elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations. |
| 21 | Total Income              | Definition: This includes income from the Local government, the State government, the Federal government, and all other income (The sum of Data Elements #17 through #20).  |

### OPERATING EXPENDITURES \*

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported.

- |    |                                  |   |
|----|----------------------------------|---|
| 22 | Salaries & Wages Expenditures    | Definition: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.   |
| 23 | Employee Benefits Expenditures * | Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. |
| 24 | Total Staff Expenditures         | Definition: This includes salaries and wages (Data Element #22), and employee benefits (Data Element #23).  |
| 25 | Collection Expenditures          | Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audiovisual materials, etc. It also includes operating expenditures for library materials in electronic format (Data Element #44).   |

## Appendix G—Data Element Definitions

- 26 Other Operating Expenditures
- Definition: This includes all expenditures other than those for staff (Data Element #24) and collection (Data Element #25). It also includes operating expenditures for electronic access (Data Element #45).
- Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.
- 27 Total Operating Expenditures
- Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (Data Elements #24, #25, and #26).
- 28 Capital Outlay
- Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.
- Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

### LIBRARY COLLECTION

Note: Report physical units for items 29-33 and 46. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit (e.g., two compact discs or two video cassettes) and are generally checked out as a unit, should be counted as one physical unit.

- 29 Book/Serial Volumes
- Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, year-books, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.
- 30 Audio
- Definition: These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.
- 31 Film
- No longer collected.
- 32 Video
- Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.
- 33 Subscriptions \*
- Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials

## Appendix G—Data Element Definitions

are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions.

Note: Count print subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

### SERVICES

34 Unduplicated Hours

No longer collected

35 Public Service Hours per Year

Definition: This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), and books-by-mail only (data element #12). For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

36 Library Visits

Definition: This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

37 In-Library Use

No longer collected.

38 Reference Transactions

Definition: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the

## Appendix G—Data Element Definitions

children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

### 39 Total Circulation

Definition: The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

## INTER-LIBRARY LOANS

### 40 Provided To

Definition: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

### 41 Received From

Definition: These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

## CHILDREN'S SERVICES

### 42 Circulation of Children's Materials

Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals.

### 43 Children's Program Attendance

Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

Note: Output Measures for Public Library Service to Children: A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

## ELECTRONIC TECHNOLOGY

### 44 Operating Expenditures For Library Materials in Electronic Format (also include in #25)

Definition: Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-

## Appendix G—Data Element Definitions

mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Note: These expenditures should also be included in Collection Expenditures (Data Element #25) on the Administrative Entity screen.

45 Operating Expenditures  
for Electronic Access  
(also include in #26)

Definition: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.

Note: Report only operating expenditures. These expenditures should also be included in Other Operating Expenditures, item #26 on the administrative entity screen. Do NOT report capital expenditures for items in this category.

46 Number of Library Materials  
in Electronic Format

Report the number of physical units such as CD-ROMS, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

47 Access to Electronic Services \*

Answer <Y>es or <N>o to the following question: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?

These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.

48 Access to Internet

Answer <Y>es or <N>o to the following question: Does the public library have access to the Internet?

The Internet is the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

## Appendix G—Data Element Definitions

Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

If the public library has access to the Internet as defined in the three preceding sentences, respond <Y>es to this data element and answer Internet Use Code (Data Element #49). If the library does not have access to the Internet, respond <N>o, and leave Data Element #49 blank.

### 49 Internet Use Code

If the library has Internet access, is Internet used by (select one):

- ST — library staff only
- PI — patrons through a staff intermediary only
- PE — patrons either directly or through a staff intermediary
- UK — unknown

Note: Some of the data element names that appear on the data entry screens are abbreviated versions of the FSCS data element names.

\* Definition has been revised.

## Appendix G—Data Element Definitions

### Outlet Data Element Definitions

#	Data Element Name	Data Element Definitions and Notes
01	LIB ID (OPTIONAL)	Definition: This is the state-assigned identification code for the Outlet.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the Administrative Entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
02	Name	Definition: This is the name of the Outlet.
03	Street Address	<p>Definition: This is the complete street address of the Outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
04	City	Definition: This is the city or town in which the Outlet is located.
05	County of the Outlet	Definition: This is the county in which the Outlet is located.
06	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the Outlet.
07	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the Outlet.
08	Phone	<p>Definition: This is the telephone number of the Outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p>
09	Outlet Type Code	<p>Definition: An outlet is a unit of an Administrative Entity that provides direct public library service.</p> <p>Select one of the following:</p> <p>BM — Books-by-Mail Only  BR — Branch Library  BS — Bookmobile(s)  CE — Central Library</p> <p>BM — Books-by-Mail Only</p>

## Appendix G—Data Element Definitions

Definition: A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR — Branch Library

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

BS — Bookmobile(s)

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE — Central Library

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all Administrative Entities have a central library and some Administrative Entities have more than one central library.

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC — Within the city limits of the central city of a Metropolitan Area.

NC — Metropolitan Area, but not within central city limits.

NO — Not in a Metropolitan Area.

UK — Unknown

Note: Contact the state data center for specific information about Metropolitan Areas in your state.

10 Metropolitan Status Code



## Appendix G—Data Element Definitions

CC — Central City

Definition: The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC — Metropolitan Area, but not within central city limits.

Definition: A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

### 11 Population of the Legal Service Area by Type of Outlet

Definition: This is the estimate of the portion of the service area population targeted for services by the outlet.

Select one of the following ranges:

A	—	1 -	999
B	—	1,000 -	2,499
C	—	2,500 -	4,999
D	—	5,000 -	9,999
E	—	10,000 -	24,999
F	—	25,000 -	49,999
G	—	50,000 -	99,999
H	—	100,000 -	249,999
I	—	250,000 -	499,999
J	—	500,000 or more	
U	—	Unknown	

### 12 Number of Bookmobiles in the Bookmobile Outlet Record

Definition: The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS - Bookmobile(s) (see Outlet Data Element #9). A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized

## Appendix G—Data Element Definitions

collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

13 Web Address \*\*

Definition: This is the Web Address of the outlet.  
http://\_\_\_\_\_.

Note: Some of the data element names that appear on the DECPLUS screens are abbreviated versions of the FSCS data element names.

\*\*New data element.

## Appendix H—State Codes

<b>Post Office State Code</b>	<b>State Name</b>	<b>FIPS Code</b>
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56

## Appendix H—State Codes

Post Office Territory Code	Territory Name	FIPS Code
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78

## **Appendix I—States with Libraries with Overlapping Population of Legal Service Areas**

Alabama  
Arizona  
Arkansas  
Colorado  
Connecticut

Florida  
Illinois  
Indiana  
Iowa  
Kentucky

Louisiana  
Maine  
Michigan  
Minnesota  
Mississippi

Missouri  
Montana  
Nebraska  
Nevada  
New Hampshire

New Jersey  
New York  
North Dakota  
Oklahoma  
Pennsylvania

Rhode Island  
South Carolina  
Tennessee  
Vermont  
Washington

## Appendix J—Libraries with No Central Outlet or More Than One Central Outlet

### Libraries with No Central Outlet:

OBS	FSCS ID#	LIBRARY NAME	Total	Centrals	Branches	Bookmobiles
1	AL0001	Carl Elliott Regional Library	0	0	0	0
2	AL0010	Cheaha Regional Library	2	0	0	2
3	AL0036	Cross Trails Regional Library	0	0	0	0
4	AL0048	Horseshoe Bend Regional Library	2	0	0	2
5	AL0065	Northwest Regional Library	1	0	0	1
6	AL0075	Wheeler Basin Regional Library	0	0	0	0
7	AL0113	Escambia Co. Coop. Library System	0	0	0	0
8	AL0120	Marengo Library System	1	0	0	1
9	AL0123	Marshall County Cooperative Library	1	0	0	1
10	AL0128	Harrison Regional Library System	0	0	0	0
11	AL0139	Pickens County Cooperative Library	0	0	0	0
12	AL0150	Sumter County Library System	0	0	0	0
13	AL0183	Clarke County Library Dev. Board	0	0	0	0
14	CA0047	Imperial County Library	8	0	8	0
15	CA0062	County of Los Angeles Public Library	89	0	86	3
16	CA0071	Mono County Free Library	7	0	6	1
17	CA0073	Monterey County Free Libraries	17	0	15	2
18	CA0084	Orange County Public Library	27	0	27	0
19	CA0109	San Bernardino County Library	29	0	27	2
20	CA0112	San Diego County Library	33	0	31	2
21	CA0120	San Mateo County Library	13	0	12	1
22	CA0126	Santa Clara County Library	11	0	9	2
23	CA0157	Yolo County Library	8	0	7	1
24	CO0037	DOUGLAS PLD	5	0	5	0
25	CO0039	EAGLE VALLEY LD	3	0	3	0
26	CO0049	GARFIELD CO PL SYS	6	0	6	0
27	CO0051	GRAND CO LD	5	0	5	0
28	CO0060	JEFFERSON CO PL	12	0	11	1
29	CO0071	LINCOLN CO BOOKMOBILE	1	0	0	1
30	CO0076	LOWER ARK VALLEY RL (BKMBL)	1	0	0	1
31	CO0086	NORTHEAST COLO BKMBL	1	0	0	1
32	CO0103	SOUTH ROUTT LD	3	0	3	0
33	CO0143	CLEAR CREEK LD	2	0	2	0
34	CO0145	WELD LD	10	0	9	1
35	DE0030	Sussex County Department of Libraries	1	0	0	1
36	DE0032	Kent County Department of Libraries	1	0	0	1
37	FL0002	CHARLOTTE-GLADES LIBRARY SYSTEM	6	0	5	1
38	FL0018	CITRUS COUNTY LIBRARY SYSTEM	6	0	6	0
39	FL0019	CLAY COUNTY PUBLIC LIBRARY SYSTEM	5	0	4	1
40	FL0095	SEMINOLE COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
41	FL0099	VOLUSIA COUNTY PUBLIC LIBRARY	15	0	14	1
42	GA0025	GWINNETT COUNTY PUBLIC LIBRARY	9	0	9	0
43	GA0035	UNCLE REMUS REGIONAL LIBRARY SYSTEM	8	0	8	0
44	ID0062	JEFFERSON COUNTY DISTRICT	3	0	3	0
45	ID0120	KOOTENAI COUNTY DISTRICT	7	0	6	1
46	MD0002	ANNAPOLIS AND ANNE ARUNDE	15	0	15	0
47	MD0007	CARROLL COUNTY LIBRARY	8	0	5	3
48	MD0013	HARFORD COUNTY LIBRARY	9	0	9	0
49	MD0022	WASHINGTON COUNTY FREE LI	8	0	6	2
50	MD0023	WICOMICO COUNTY FREE LIBR	2	0	1	1
51	MI0021	Bay County Library System	6	0	5	1
52	MI0361	Wayne County Public Library	13	0	13	0
53	MN0001	ARROWHEAD LIBRARY SYSTEM	1	0	0	1
54	MN0041	HENNEPIN COUNTY	27	0	26	1
55	MN0045	SCOTT COUNTY	7	0	7	0
56	MN0046	WASHINGTON COUNTY	9	0	9	0
57	MN0051	PIONEERLAND LIBRARY SYSTEM	31	0	31	0
58	MN0068	SELCO	2	0	0	2
59	MN0109	VIKING LIBRARY SYSTEM	2	0	0	2
60	MN0145	KITCHIGAMI	10	0	9	1
61	MN0152	PLUM CREEK LIBRARY SYSTEM	1	0	0	1
62	NC0002	APPALACHIAN REGIONAL LIBRARY	6	0	6	0
63	NC0003	AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	5	0	4	1
64	NC0006	CRAVEN-PAMLICO-CARTERET REGIONAL LIBRARY	11	0	9	2
65	NC0008	FONTANA REGIONAL LIBRARY	7	0	6	1
66	NC0010	HYCONEECHEE REGIONAL LIBRARY	6	0	4	2
67	NC0011	NANTAHALA REGIONAL LIBRARY	5	0	4	1
68	NC0013	NORTHWESTERN REGIONAL LIBRARY	13	0	12	1
69	NC0014	PETTIGREW REGIONAL LIBRARY	4	0	4	0
70	NC0015	SANDHILL REGIONAL LIBRARY SYSTEM	16	0	14	2
71	NC0018	BRUNSWICK COUNTY LIBRARY	4	0	4	0
72	NC0054	ROCKINGHAM COUNTY PUBLIC LIBRARY	7	0	6	1
73	NC0063	WAKE COUNTY DEPARTMENT OF LIBRARY	18	0	17	1

## Appendix J—Libraries with No Central Outlet or More Than One Central Outlet

74	OH0018	CLERMONT COUNTY PUBLIC LIBRARY	9	0	9	0
75	OH0046	GEAUGA COUNTY PUBLIC LIBRARY	7	0	6	1
76	OH0052	CUYAHOGA COUNTY PUBLIC LIBRARY	28	0	28	0
77	OH0099	SOUTHWEST PUBLIC LIBRARIES	2	0	2	0
78	OH0242	WILLOUGHBY-EASTLAKE PUBLIC LIBRARY	3	0	3	0
79	PA0227	COLUMBIA CNTY TRAVELING LIB	1	0	0	1
80	PA0456	BEAVER CO FED LIBRARY SYSTEM	1	0	0	1
81	PA0489	BUTLER COUNTY FED LIB SYSTEM	1	0	0	1
82	UT0001	BEAVER COUNTY BOOKMOBILE LIBRARY	2	0	0	2
83	UT0005	BOX ELDER CO. BOOKMOBILE LIBRARY	3	0	1	2
84	UT0009	CACHE CO. BOOKMOBILE LIBRARY	2	0	1	1
85	UT0015	CARBON CO. BOOKMOBILE LIBRARY	1	0	0	1
86	UT0018	DAGGETT CO. BOOKMOBILE LIBRARY	1	0	0	1
87	UT0025	IRON CO. BOOKMOBILE LIBRARY	1	0	0	1
88	UT0028	JUAB CO. BOOKMOBILE LIBRARY	1	0	0	1
89	UT0030	KANE CO. BOOKMOBILE LIBRARY	1	0	0	1
90	UT0032	MILLARD CO. BOOKMOBILE LIBRARY	1	0	0	1
91	UT0036	PIUTE CO. BOOKMOBILE LIBRARY	1	0	0	1
92	UT0037	RICH CO. BOOKMOBILE LIBRARY	1	0	0	1
93	UT0038	SANPETE CO. BOOKMOBILE LIBRARY	2	0	1	1
94	UT0043	SEVIER CO. BOOKMOBILE LIBRARY	1	0	0	1
95	UT0049	SALT LAKE COUNTY LIBRARY SYSTEM	16	0	16	0
96	UT0050	SAN JUAN COUNTY LIBRARY	3	0	2	1
97	UT0051	SUMMIT COUNTY LIBRARY	4	0	3	1
98	UT0053	TOOELE CO. BOOKMOBILE LIBRARY	2	0	1	1
99	UT0056	UTAH CO. BOOKMOBILE LIBRARY	3	0	1	2
100	UT0068	WAYNE CO. BOOKMOBILE LIBRARY	1	0	0	1
101	VA0026	Fairfax County Public Library	19	0	19	0
102	VA0036	Henrico County Public Library	11	0	10	1
103	VA0044	Loudoun County Public Library	7	0	6	1
104	VA0053	Newport News Public Library System	6	0	5	1
105	VA0057	Pamunkey Regional Library	10	0	9	1
106	VA0064	Prince William Public Library	10	0	10	0
107	VA0086	Williamsburg Regional Library	3	0	2	1
108	VA0091	Central Virginia Regional Library	2	0	2	0
109	WA0047	Walla Walla County	2	0	2	0
110	WA0057	Whatcom County	11	0	10	1
111	WA0059	King County Library	43	0	39	4
112	WA0061	Mid-Columbia Library	11	0	10	1
113	WA0063	Pierce County	18	0	16	2
114	WA0065	Sno-Isle Regional	19	0	18	1
115	WA0066	Spokane County Library	9	0	9	0
116	WA0069	Timberland Regional	27	0	27	0
117	WI0148	Kenosha Public Library	5	0	4	1
118	WI0153	Kimberly-Little Chute Public Library	2	0	2	0
119	WI0390	La Crosse County Library	5	0	5	0
			=====	=====	=====	=====
			936	0	837	99

### Libraries with More than One Central Outlet

OBS	FSCS ID#	LIBRARY NAME	Total	Centrals	Branches	Bookmobiles
1	AZ0002	Flagstaff City/Coconino County Library Dist.	10	6	2	2
2	AZ0009	Cochise County Library District	14	7	5	2
3	AZ0050	Pinal County Library District	13	13	0	0
4	AZ0067	Yavapai County Library District	17	17	0	0
5	AZ0102	GILA COUNTY LIBRARY DISTRICT	8	8	0	0
6	AR0040	MISSISSIPPI\CRITTENDEN COUNTY REG. LIBRARY	12	2	10	0
7	CO0146	RIO GRANDE LD	3	2	1	0
8	FL0039	LAKE COUNTY LIBRARY SYSTEM	5	5	0	0
9	FL0127	PINELLAS PUBLIC LIBRARY COOPERATIVE	23	13	10	0
10	FL0135	WILDERNESS COAST PUBLIC LIBRARIES	6	3	1	2
11	FL0136	PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM	12	4	7	1
12	FL0146	SUMTER COUNTY PUBLIC LIBRARY SYSTEM	5	5	0	0
13	FL0147	THREE RIVERS REGIONAL LIBRARY SYSTEM	3	3	0	0
14	FL0148	LIBRARY COOPERATIVE OF THE PALM BEACHES	20	4	14	2
15	FL0149	NEW RIVER PUBLIC LIBRARY COOPERATIVE	5	3	1	1
16	FL0150	HEARTLAND LIBRARY COOPERATIVE	6	4	2	0
17	NV0008	LAS VEGAS-CLARK COUNTY DISTRICT LIBRARY	25	3	22	0
18	NV0027	ESMERALDA COUNTY LIBRARY	3	3	0	0
19	NY0778	THE NEW YORK PUBLIC LIBRARY	86	6	80	0
20	NY0784	Northern Onondaga Public Library	3	3	0	0
21	OR0135	Oregon Trail Library District	2	2	0	0
			=====	=====	=====	=====
			281	116	155	10

## Appendix K—Imputation Flags and Definitions

- 0 if the variable is not imputed;
- 1 if Method 1 (mean growth rate) is used with 1996 data;
- 2 if Method 1 is used with 1995 data;
- 3 if Method 2 (hot-deck growth rate) is used with 1996 data;
- 4 if Method 2 is used with 1995 data;
- 5 if adjusted cell mean is used (i.e., population of legal service area > 0);
- 6 if unadjusted cell mean is used (i.e., population of legal service area ≤ 0);
- 7 if, for attendance, there is no prior year data, we used the ratio of 1997 total library visits to total duplicated population for the respondents in the imputation cell and multiplied the ratio by the nonrespondent's 1997 population value;
- 8 if, for children's program attendance, we used the ratio of the nonrespondent's 1996 children's program attendance to library visits and multiplied the ratio by the nonrespondent's 1997 library visits. Likewise, for children's circulation, we used the ratio of the nonrespondent's 1996 children's circulation to total circulation and multiplied the ratio by the nonrespondent's 1997 total circulation;
- 9 if, for children's program attendance, we used the ratio of the nonrespondent's 1995 children's program attendance to library visits and multiplied the ratio by the nonrespondent's 1997 library visits. Likewise, for children's circulation, we used the ratio of the nonrespondent's 1995 children's circulation to total circulation and multiplied the ratio by the nonrespondent's 1997 total circulation;
- 10 if, for children's program attendance, there is no prior year data, we used the ratio of 1997 total children's program attendance to total library visits for the respondents in the imputation cell and multiply the ratio by the nonrespondent's 1997 library visits. Likewise, for children's circulation, we used the ratio of 1997 total children's circulation to total circulation for the respondents in the imputation cell and multiplied the ratio by the nonrespondent's 1997 total circulation;
- 11 if, for a derived variable, the variable is imputed;
- 12 if, for library visits, (imputation flag1 > 0 and imputation flag11 = 0) and (children's program attendance > library visits), we used the ratio of the nonrespondent's 1996 library visits to children's program attendance and multiplied the ratio by the nonrespondent's 1997 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 8 above. Likewise, for total circulation, we used the ratio of the nonrespondent's 1996 total circulation to children's circulation and multiplied the ratio by the nonrespondent's 1997 children's circulation;
- 13 if, for library visits, we have (imputation flag1 > 0 and imputation flag 11 = 0) and (children's program attendance > library visits), we used the ratio of the nonrespondent's 1995 library visits to children's program attendance and multiplied the ratio by the nonrespondent's 1997 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 9 above. Likewise, for total circulation, we used the ratio of the nonrespondent's 1995 total circulation to children's circulation and multiplied the ratio by the nonrespondent's 1997 children's circulation;
- 14 if, for library visits, we have (imputation flag 1 > 0 and imputation flag11 = 0) and (children's program attendance > library visits) and, in addition, there is no prior year data, we used the ratio of 1997 total



## Appendix K—Imputation Flags and Definitions

library visits to total children's program attendance for the respondents in the imputation cell and multiplied the ratio by the nonrespondent's 1997 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 10 above. Likewise, for total circulation, we used the ratio of 1997 total circulation to total children's circulation for the respondents in the imputation cell and multiplied the ratio by the respondent's 1997 children's circulation.

- 15 if, for population of legal service area, the data are missing for 1997, we used the prior year value or obtained a value from NCES.
- 16 if, for either electronic access or internet access, the value was imputed using a prior year response.
- 17 if, for either electronic access or Internet access, the value was imputed using the current year response to electronic access expenditures. If electronic access expenditures was > 0, the value was set to "Y". Otherwise, the value was set to "N".
- 18 if, for materials in electronic format expenditures or electronic access expenditures the value was imputed by taking the sum of other operating expenditures and collection expenditures and multiplying it by the mean ratio of either materials in electronic format expenditures to other operating/collection expenditures or electronic access expenditures to other operating/collection expenditures.
- 19 if electronic access expenditures plus materials in electronic format expenditures was greater than the sum of other operating expenditures plus collection expenditures, both electronic expenditures variables were adjusted by the mean ratio of one expenditure to the mean sum of both expenditures.
- 20 if materials in electronic format expenditures was adjusted by the mean ratio of materials in electronic format expenditures to materials in electronic format.
- 21 if materials in electronic format was adjusted by the mean ratio of materials in electronic format to materials in electronic format expenditures.
- 22 if materials in electronic format expenditures was adjusted by the ratio of the record's prior year materials in electronic format expenditures to materials in electronic format.

(Note: There are no flag values 23 to 29.)

- 30 if we used the same method as imputation method 1 but with 1996 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.
- 31 if we used the same method as imputation method 2 but with 1995 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.
- 32 if the originally imputed value was adjusted by the ratio of the 1996 value to the state's total capital amount. This was done for the state of Montana only.

(Note: There are no flag values 33 to 39.)

- 40 if all electronic data elements (i.e., electronic materials expenditures, and electronic access expenditures, and electronic materials) were adjusted. This was done for the Tennessee regional libraries. All the imputed values are based on the one reported record. Electronic materials expenditures was imputed by multiplying the population of legal service area by the ratio of the reported record's electronic materials expenditures to population of legal service area. Electronic

## **Appendix K—Imputation Flags and Definitions**

access expenditures was imputed by multiplying the imputed electronic materials expenditures times ratio 1 where ratio1 is equal to the sum of electronic access expenditures for the reported libraries in the imputation cell divided by the sum of electronic materials expenditures for the reported libraries in the imputation cell. Electronic materials was imputed by multiplying the imputed electronic materials expenditures times ratio 2 where ratio 2 is equal to the sum of electronic materials for the reported libraries in the imputation cell divided by the sum of electronic materials expenditures for the reported libraries in the imputation cell.